

Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

SECTION CHIEF, CONSUMER LITIGATION SECTION

Summary: Attorney responsible for the supervision of attorneys, paralegals/ support staff and law clerks for the Consumer Litigation Section within the Litigation Division, in addition to maintaining an appropriate case load. Reports directly to Chief Counsel for Litigation and coordinates closely with the Director of Consumer Protection Division.

Duties include:

- Assign cases, oversee litigation strategy and otherwise supervise the prosecution of consumer litigation cases on behalf of the State for the benefit of consumers.
- Review of approval requests for settlement authority and direct negotiation. Identify suitable cases for negotiated resolution and achieve benefits for consumers and the State by resolving issues through bargaining and principled compromise.
- Provide legal representation on behalf of the State and for the benefit of consumers in court proceedings in state and federal courts and in administrative proceedings.
- Recruit, interview, train and supervise Section staff. Review personnel issues. Review and approve leave requests, work schedules, time sheets, travel authorization, contract requests and invoices.
- Provide training and mentoring within Section.
- Oversee the formulation and implementation of short-term and long-term goals designed to enhance efficiency and effectiveness. Oversee the development and implementation of policies, procedures, protocols and processes within the Section through coordination with the Chief Counsel for Litigation and Director of the Consumer Protection Division.
- Oversee Section's statistical and case status reports.
- Provide legal advice and consultation regarding consumer litigation. Keeps supervisors, client agencies, and other appropriate parties informed of ongoing matters to establish a cooperative working relationship based on mutual trust, communication, and understanding of goals.
- Review pending legislation and proposed rules affecting consumer litigation.
- Maintain an appropriate case load in addition to administrative duties described herein.
- Coordinate enforcement activities with the Director of the Consumer Protection Division.

- Perform other legal and administrative duties as assigned at the direction of the Chief Counsel for Litigation or Attorney General.

Qualifications:

- Licensed to practice law in Indiana and admitted to the U.S. District Courts of Northern and Southern Districts of Indiana.
- Civil litigation experience in federal and state court.
- Knowledge of federal and state practice rules and rules of alternative dispute resolution.
- Familiarity with relevant causes of action, federal and state statutes and regulations, and Administrative Orders and Procedures Act.
- Excellent oral and written communication skills.
- Strong interpersonal skills; ability to work with other attorneys and support staff.
- Ability to zealously negotiate settlements and mediated resolution of cases.
- Ability to work well with clients and witnesses; maintain an objective of service to assigned state agencies; respond promptly to client/agency's needs; solicit client/agency's feedback to improve service; respond to requests for service and assistance; meet commitments.
- Ability to analyze procedures and recommend and implement creative solutions to problems.
- Strong sense of ethics; awareness of potential conflicts of interest that arise in public sector; adherence in all respects to Rules of Professional Conduct and State ethic rules.
- Proficient computer skills required to include, but not limited to, Microsoft Word, Excel, Time Matters, e-discovery software, and various case management tools.
- Sensitivity to concerns about individual liability and indemnification; awareness of public relations and implications of high-profile cases.
- Ability to manage high-profile and complex caseload.